

Pending approval by the RU1NA Board of Directors

Rivendell Unit 1 Neighborhood Association, Inc.
591 Meadow Sweet Circle, Osprey, FL 34229

Minutes of the Board of Directors Meeting
April 22, 2021 7:00 p.m. EST
(Conducted via Teleconference)

Call to Order President	President Marilee Casale called the meeting to order at 7:00 pm
Confirm Quorum	Marilee Casale, John Martin, Carole Myles, Bob Metelko and Kathi Webber were in attendance via teleconference call. Eight homeowners also joined the call.
Proper Notice	A proper Notice and Agenda was sent to all homeowner via email and posted on the Neighborhood bulletin board on 4/19/2021 at 5:27pm
Adopt Agenda <i>Motion</i>	Upon a motion by John Martin and seconded by Kathi Webber, the Agenda was unanimously approved.
Approve Minutes <i>Motion</i>	Upon a motion by Carole Myles and seconded by Kathi Webber, the minutes of the March 18, 2021 Board meeting was unanimously approved.

Opening Comments

Welcome

President Casale welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom.

Thank you, Joe Casale, Kelly Castro, Ron & Diane McCourt, Karen Calloway, Joe Mazur, Bob Dombrowski for all volunteering to help do pool checks/testing.

Thank you, Bert, for hanging the 2 bulletin boards at our clubhouse.

Thank you, John Martin for removing the huge bird of paradise from the pool area.

Treasurer's Report

March 2021

Bob Metelko provided highlights of the March financials. We are in a strong cash position. 168k in reserves. See attached Treasurer's Financial report for March details.

Committee Reports

Finance and Budget

The Treasurer's Financial Report attached serves as the Committee Report. Currently, the Chair position is vacant for Finance & Budget Committee.

Landscape

Carole Myles presented the Landscape Committee report (see attached).

Highlights:

- Major hard trim completed on 3/15/2021. We spoke to Brandon that we need more workers so that they can complete the hard trim in less than 3 weeks.
- Plantings as part of 5-year plan has been approved by Wilhelm.
- Sod estimates received and within budget.
- Wilhelm to provide 1 mulch type - Pine Bark Mulch and will be done in Oct/Nov. A form will be sent in advance if people do not want mulch or want to be spread by the homeowner.

- Need to address timely payments for our vendors.
- Motion made by Carole Myles to move our landscape day to Tuesdays as requested by Wilhelm. Kathi Webber Second. All in Favor. Exact day is not set, but we will communicate it via email once the change takes place
- *Motion* made by Carole Myles re: bark mulch - \$14437.50 (25 bags to each home) vs. budget of 16.5k. Wilhelm will be managing the full effort.
 - Sod – not to exceed \$2,500 vs. 6k budget (monies include if ARC request for a driveway that may impact the sod amount.)
 - Plants (excludes 498) 3,266.50 vs. 15,389k.
 - 2nd by John Martin. All were in favor.

Want to follow up with someone from the county on standing water in street due to roots

Facilities Management

Dan will be out of town for an extended period. Bob Metelko will be doing the bulb checks in his absence.

ARC

Communications

Welcome Committee – Updating the welcome packages with Jenny Volk and Deb Craddock.

- 2 Articles to Woodlands Word, Easter Bonnet Sunday and Bob Axiom’s services
- Rivendell Directories delivered by mid-May. We may need to pick a new block captain with Bob’s passing, but

we will check with Jackie first. Marilyn to send out a request for volunteers

Old Business

Pool Railing

Aqua Tech Pools has been working on solution for two new railings that can help with folks that want additional support getting in and out of the pool. We have reached out to others to get estimates but they were not willing to quote. Motion: Contract with Aqua Pools not to exceed \$1,500 to put in railing(s) to aid our residents getting in and out of the pool.

Elections Committee

Chris Smith and Bonnie Marks have agreed to be on the Elections committee to create a report that will document election processes, roles/responsibilities, schedule/deadlines, written materials, and suggestion for improvement in process or alternatives to process. Report will be discussed in our September board meeting.

Motion: John Martin made motion to approve of this committee's recommendation to do the report, Bob Metelko 2nd. All were in favor.

New Business

Memorial Bench

A memorial bench was suggested for Bob Axiom who was on the Cottages board, on the Election committee and a huge contributor to our community. Notice will be sent for those that want to contribute. Marilee will put in ARC request. The financial cost will not affect Association budget.

Kathi made motion to allow a bench to be placed by our clubhouse if ARC approves. Bob 2nd. All approved.

Cottage ARC Task Force

Ken Alarie, Carole Myles, John Martin and Joe Casale to look at the ARC rules and recommended a process for the Cottages.

Also, create a checklist for the Lighthouse ARC audit to use in the ARC compliance audits.

Board of Directors Comments

No Comments

Homeowners Comments

No Comments?

Next Board Meeting

May 20, 2021, 7 pm via ZOOM

Adjournment

Upon motion by Bob Metelko, seconded by John Martin, it was unanimously resolved to adjourn the meeting at 8:00 p.m. EST.

Kathi Webber, Secretary

April 22, 2021

MSC April 2021 Financial Report

Report on March 30,2021 Financials

NOTE: MOST AMOUNTS WILL BE ROUNDED TO THE NEAREST \$100

Cash was up a bit from \$107,700 to \$113,700

Total assets were down from \$281,900 to \$264,800 mostly due to the Accounts

Receivable account.

The total liabilities were down from \$199,600 to \$179,400.

Income Statement:

Total income for the month \$20,800 about the same as last month

Total expenses – operating- \$16,400 up due to legal and tree trimming

Total Income after including Other Expenses, \$3,100

The actual to budget numbers follow:

- Our income was \$51 over budget.
- The grounds account is the biggest, and it came in under budget by \$4,300.
- Building Maintenance was great at \$190 under budget.
- The Swimming Pool account ended up \$307 under budget.
- The utilities were \$56 over budget with higher electric usage.
- The Administration account was \$1,544 over budget due to legal and office supplies.
- Net Income was \$3,136, which is over budget due to expenses allocated to landscaping that are allocated monthly, but have not been completed yet. The only accounts of the ten Grounds accounts expensed were the Grounds Contract, Tree Trimming, and Irrigation Maintenance.

RESERVES:

The Reserve Accounts increased by about \$1,200 over last month to \$168,800.

A/R Aging

There are three owners with a total owed of \$5,543.83. Our attorney is currently handling one of them.

LANDSCAPE COMMITTEE REPORT: APRIL 22, 2021

ACTIVITIES SINCE LAST REPORT:

- This month major hard trim was completed by Wilhelm. Wilhelm did two extra days (TUESDAYS) to finish the hard trim. This was completed last Thursday (15th).
- No homeowner was skipped from trimming, it took longer to get around the entire neighborhood, so plants need trimming again. We will be speaking to Brendan regarding this concern. We need more workers.
- We have been letting the grass grow a little taller, cutting every other week. There has been a noticeable positive change.
- If homeowners have any concerns, please send Carole or Dorie an email. Trying to answer questions on the street makes keeping details straight difficult. A written request would be most helpful.
- The lawns and plants were sprayed last week to fertilize and kill bugs.

IRRIGATION: As stated last month, Wilhelm is doing repairs. The exception is the replacement of controllers. Controllers are homeowners' responsibility. If a controller is not working, Wilhelm will put a flag at the street and on the controller.

PLANTINGS: Two appointments with Wilhelm to plan for new plantings and replacements were completed. Front yards to be updated or replaced were chosen as part of our five-year plan. Wilhelm's estimate has been received and accepted. "BEFORE" pictures were taken and "AFTER" pictures will be kept for our records.

Carole has been waiting for homeowner to choose a plant to cover from an unsightly banyan tree trimming. Their selection, areca palm, is on our "DO NOT PLANT LIST" and they would like an exception. This needs to be decided by the Board. They have been given two other options (Podocarpus & viburnum). This project is not on the planting estimate from Wilhelm.

SOD: Location choices for sod have been made. Several dead spots will be no charge to replace due to Wilhelm's guarantee. Their estimate has been received.

All estimates have been within budget.

PENDING /UPCOMING ACTIVITIES:

Homeowner (531) submitted an ARC application for concrete blocks to extend the side of their driveway.

MULCH distribution is planned. A form regarding distribution will be created and will be given to homeowners prior to mulch spreading.

BUDGET CONSIDERATIONS:

Addressed in activities report.

FOR RECOMMENDATION THE BOARD:

Discussion is necessary regarding payment of vendors in a timely manner.

A reminder to homeowners is needed regarding trash pick- up day to be sure trash, yard waste and recycle containers are NOT placed on lawn. Also, it is important to have three feet on either side of the recycle container, with nothing on top. Guidelines are on the top of the bins. This is our landscaping day and mowing the grass can't be efficiently done if containers are on the grass.

The COUNTY needs to be made aware that water drainage is a problem on our street.

A vote is needed to confirm the type of mulch to be used.

Carole Myles/Dorie Bourke/Landscape

Facilities Management Committee Report

Dan is on an extend leave from the circle. Thank you for all those that stepped forward to handle the pool and other areas in his absence.

MSC Communications Committee Report

Board Update

April 21, 2021

Activities since last report:

Welcome Committee: The updating of the Welcome Packet is well underway. Recently, the committee met to discuss and make changes to the current Welcome Packet. We have renamed it the Cottages Handbook because it will not only include information for new residents, but will serve as a guide for everyone living on the Circle. When completed, the new Cottages Handbook will be distributed to all MSC residents.

MSC's Social Committee: As the COVID crisis continues and the clubhouse is closed, no formal social events are scheduled at this time.,

General Communications:

- Two articles were submitted to the Woodlands Word – One about Easter Bonnet Sunday and the other about Bob Axiom's passing and memorial service.
- Easter Bonnet Sunday –Easter bonnets and other beautiful decorations adorned the Circle on Easter Sunday with 25 or so participants. A reporter from the Sarasota Observer stopped by, took photos, and wrote an article about Easter Bonnet Sunday in the April 8 th edition of the Observer. Photos were posted on the Meadow Sweet Circle Facebook page, as well.
- Rivendell directories should be ready to distribute by the middle of May. We will need volunteers to help with distribution on MSC.

Pending/Upcoming Activities: General and Committee communications as needed.

Budget Considerations: None at this time.

Recommendations for Board review: None at this time.

Submitted by Jim and Marylin May

Communications Committee Co-Chairs